

ACTAC
November 3, 2009
Agenda Item 4.4

Local Assistance Projects
CWA Cycle 7
Budget Authority Lapsing June 30, 2010
(As of July 31, 2009)
Dist 4: All State Funded

Fiscal Year	Fund Source	STIP Funds? (Yes/No)	Agency Name	Project Prefix	Project Number	Location Name	Work Type Description	Initial Project Amount (for FY)	Expenditure Amt (for FY)	Unliquidated Encumbrance Balance (for FY)	Date Balance will be billed to Caltrans (month/year)	Requesting a CWA? (Yes/No)	Is project consistent with original scope & purpose of Appropriation?	Delay Code	Reason for Delay	Identify Any Impediments For Completion	Will Project Be Completed Within (Yes/No) Completion Date	Name of Local Agency Contact Providing Info
2004-05	State	No	Berkeley	SR2SL	5057(029)	On Ashby Avenue, Ellis Street, Prince Street, and King Street in the vicinity of Malcolm X School.	Pedestrian and Bike Path	\$364,320	\$0	\$364,320								
2004-05	State	No	City & County of San Francisco, MTA/Parking & Traffic	SR2SL	6328(010)	SF Community School and Monroe Elementary School	Construct bulb-outs, curb ramps, pedestrian countdown signals and school warning/regulatory signs.	\$450,000	\$242,989	\$207,011								
2004-05	State	No	City & County of San Francisco, MTA/Parking & Traffic	SR2SL	6328(009)	15th and Capp Streets between Mission Street and South Van Ness Ave. Marshall Elementary School	Construct bulb-outs, curb ramps and speed bumps. Conduct traffic safety promotion.	\$256,500	\$0	\$256,500								
2004-05	State	No	Oakland	SR2SL	5012(080)	Garfield, La Escuelita, Lincoln & Markham Elementary Schools	Pedestrian Walkway	\$384,912	\$344,833	\$40,079								
2004-05	State	No	Pittsburg	SR2SL	5127(017)	Stoneman Ave. and Briarcliff Dr.	Bicycle Related Other	\$90,000	\$0	\$90,000								
2004-05	State	No	San Leandro	SR2SL	5041(026)	Roosevelt, McKinley, Jefferson & Corvallis Elementary Schools	Pedestrian Walkway	\$171,900	\$15,330	\$156,570								
TOTAL # OF FEDERAL PROJECTS: 6											TOTALS:							
								\$1,717,632	\$603,152	\$1,114,480								

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**Budget Authority Extension for Cooperative Work Agreements
Government Code Section 16304.3**

**Implementation Plan
Funds Subject to Lapsing June 30, 2010
(Cycle 7)**

October 20, 2009

BACKGROUND:

Government Code Section 16304.3 requires that the extension of budget authority beyond the normal appropriation period be accomplished through Cooperative Work Agreements (CWAs) approved by the Department of Finance (DOF). Budget Letter Number 03-12, issued on June 2, 2003 by the DOF, provided instructions on the submittal of CWAs and established the February 1 deadline for submitting CWA requests to the DOF each year. CWAs can be requested to provide for a maximum of 8 years from the original year of appropriation. This process requires involvement from Local Agencies, the DOF, the State Controller's Office (SCO), and the Department (Accounting, Budgets, and Local Assistance).

Headquarters Local Assistance (HQ) administers programs that have various types of funds with different lapsing periods.

Bicycle Transportation Account (BTA): Budget authority for this type of project is available for 1 year for encumbrance and 2 years for liquidation of encumbered funds, for a total of 3 years.

Subvention and State Transportation Improvement Program (STIP) funds:

State & Federal Funds Budget Authority: The budget authority is normally available for 2 years for encumbrance and 4 additional years for liquidation of encumbered funds, for a total of 6 years. However, the period of availability can change from year to year, depending on the language in the Budget Act. When in doubt, it is recommended that you contact Accounting or HQ.

Point of Clarification for federal funds: Budget authority provided through the annual California State budget process must be available in order for FHWA to be billed for funds obligated for projects, regardless of the type of program receiving the federal funds (i.e. High Priority Projects, Discretionary, Congestion Mitigation and Air Quality, Regional Surface Transportation Program, Emergency Relief, etc.). The lapse of budget authority could result in the de-obligation of federal funds.

Implementation Schedule

August 6, 2009: Accounting provides list of projects with lapsing funds to HQ. HQ reviews information, creates spreadsheets for distribution to District Local Assistance Engineers (DLAEs).

**Budget Authority Extension for Cooperative Work Agreements
Government Code Section 16304.3**

**Implementation Plan
Funds Subject to Lapsing June 30, 2010
(Cycle 7)**

October 20, 2009

- October 20:** HQ provides the DLAEs with the following:
1. Implementation Plan.
 2. Sample letter to notify local agencies of lapsing budget authority. The letter will be modified as needed by the DLAEs.
 3. List of projects with lapsing budget authority. The list will include BTA, Subvention, State Administered, and STIP funded projects.
 4. "Reason for Delay" Code
 5. Instructions on completing the CWA request form.
 6. Frequently asked questions.
- October 21** HQ posts a copy of the list of projects sent to each DLAE on the Local Assistance Website. Local Agencies can review their projects with funds subject to lapsing at:
<http://www.dot.ca.gov/hq/LocalPrograms/CWA/cwa.htm>
- October 21 –
November 2:** DLAEs determine which of the local agencies should receive notification letters based on projects that meet the CWA criteria. DLAEs determine if STIP funded projects have exceeded the STIP Timely Use of Funds guidelines. Local Agencies may need to be reminded to submit a final invoice within 180 days of completing a project.
- November 2:** DLAEs send letters to local agencies notifying the agencies of projects that meet the CWA criteria and have funds subject to lapsing. One letter should be sent to each local agency with an attached list of BTA, Subvention, STIP, and State-Administered projects, as applicable. DLAEs can use the sample letter provided by HQ and modify it as needed. (For state administered projects, the DLAEs need to coordinate responses with Project Managers.) DLAEs send copies of the letters to HQ.
- DLAEs notify HQ in writing of any projects that the DLAEs determine will not be included on the lists sent to local agencies. All projects on the lists provided by HQ must be accounted for.
- November 9** HQ provides the DLAEs with "No CWA Extension Needed" Confirmation Form

**Budget Authority Extension for Cooperative Work Agreements
Government Code Section 16304.3**

**Implementation Plan
Funds Subject to Lapsing June 30, 2010
(Cycle 7)**

October 20, 2009

- November 25:** Local agencies submit requests for CWAs on a project basis to the DLAEs.
- November 25 - December 17:** DLAEs review responses and follow up with local agencies as necessary to clarify information or request additional information. The justification provided must adequately describe an unforeseen and extraordinary circumstance beyond the control of the agency, including a timeline of events.
- December 17:** DLAEs forward CWA requests with concurrence on the justification provided by the local agencies to HQ.
- December 17, 2009 - January 5, 2010:** HQ reviews all data submitted by the Districts, following up with DLAEs if necessary. HQ develops summary reports with attached lists of projects for which CWAs are requested, for submission to DOF.
- January 5:** HQ submits summary reports/project lists to Budgets for final review.
- January 5-28:** Budgets reviews summary reports/project lists, and directs questions to HQ. HQ coordinates responses with DLAEs.
- January 28:** Budgets submits summary reports/project lists requesting CWAs to DOF
- January 28 - March 30:** DOF submits inquiries to Budgets. Budgets coordinates responses with HQ. DOF submits inquiries to Budgets. Budgets coordinates responses with HQ. HQ coordinates inquiries with DLAEs. DLAE's follow up with Local Agencies as needed and submit additional information or clarification to HQ. HQ provides additional information to Budgets and DOF.

**Budget Authority Extension for Cooperative Work Agreements
Government Code Section 16304.3**

**Implementation Plan
Funds Subject to Lapsing June 30, 2010
(Cycle 7)**

October 20, 2009

- March 31:** DOF completes review of projects and returns to the Department indicating their decision to approve or deny CWA requests. DOF provides the Department with specific reasons on why extensions requested were not approved on a project-by-project basis. DOF will also provide approval and denial information to SCO.
- April 1:** Budgets provides HQ and Accounting with DOF's approval/denial decisions. HQ forwards DOF's approval/denial decisions to the DLAEs. DLAEs notify local agencies.
- April 1-8:** HQ updates LP2000 with DOF's decisions on a project-by-project basis.
- May - June:** SCO will retain information provided by DOF so that funds can be extended in their System.

DATES TO REMEMBER

- April 2, 2010
(tentative):** Last day for local agencies to submit final invoices and final report of expenditures for completed projects for which the budget authority is lapsing. Completed projects are inspected by the DLAEs. Final Invoice and Final Report of Expenditures are promptly reviewed by the DLAEs and submitted to Accounting for payment.
- May 3 (tentative):** Last day to submit invoices for on-going projects for which the identified budget authority is lapsing.
- Invoices submitted to the Department for payment and for which budget authority lapsed will not be paid.
- June 1-30:** Accounting disencumbers budget authority lapsing on a project basis.
- July - August:** DLAEs notify agencies of funds disencumbered. Projects with lapsed budget authority are reviewed by the DLAEs to determine if the local agency needs to reimburse the Department for funds previously paid, or if the agency will complete the project with their own funds, etc.

**Budget Authority Extension for Cooperative Work Agreements
Government Code Section 16304.3**

**Implementation Plan
Funds Subject to Lapsing June 30, 2010
(Cycle 7)**

October 20, 2009

CONTACTS:

Questions regarding BTA Program - Ann Mahaney (916) 653-0036 or
Ken McGuire (916) 653-2750

Questions regarding funding - Jenny Bosick (916) 653-5546 or An Sarrels (916) 654-5854

Project-specific questions - Area Engineers, as follows:

District Assignment	Name	Phone
Districts 1, 2, 3	Ambrosini, Adam	(916) 653-3840
District 4 (ALA, SCL, SOL, SM. SON)	Anderson, Peter	(916) 653-8431
District 4 (CC, SF, MRN, NAP, MTC)	Vongjesda, Sunate (Peck)	(916) 651-6872
Districts 5, 11, 7 (City LA)	Emmett, Winton	(916) 654-6018
Districts 6, 10	Hajeer, Zak	(916) 653-4797
District 7 (Except LA City and County)	Abdin, Nahed	(916) 653-7928
District 8	Soares, Albert	(916) 653-7140
Districts 9, 12, 7 (County LA)	Louie, Pat	(916) 653-7349
District 10	Mlcoch, Shannon	(916) 653-6750

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DEPARTMENT OF TRANSPORTATION

District 11, MS -124
4050 Taylor Street
San Diego, CA 92110
PHONE (619) 278-3756
FAX (619) 220-5432



*Flex your power!
Be energy efficient!*

October 23, 2009

Public Works Directors of Cities and Counties
Directors of Engineering and Capital Improvement Projects
Transit and Transportation Districts and Authorities

Dear Director:

This is to inform you that your agency may lose unspent federal and/or state budget authority on June 30, 2010 for projects included on the attached list.

Please respond by November 25, 2009, indicating what course of action will be taken for each project on the attached list. Responses must be submitted in electronic and hard copy format to your District office, Attention: District Local Assistance Engineer (DLAE). No late submittals will be accepted. An electronic copy of the list of projects is available at: <http://www.dot.ca.gov/hq/LocalPrograms/CWA/cwa.htm>.

Please take one of the three following actions for each project on the list, as applicable:

(1) Close the completed project.

If the project has been completed, your agency must submit the final invoice for eligible expenditures and the final report of expenditures for the funds in question to your District office DLAE by April 1, 2010, to ensure the required project inspection is completed and the final invoice is paid prior to the year-end cutoff date to prevent the loss of funds.

(2) Submit a progress invoice for unliquidated or unexpended funds.

If the funds are for an on-going project or project phase (not yet completed) and eligible expenditures have been incurred for the funds in question, your agency must submit a progress invoice to your District office DLAE. The invoice must be submitted by May 3, 2010, to ensure the invoice is paid prior to the year-end cut-off date.

(3) Request a Cooperative Work Agreement (CWA) extension.

If the project or project phase is not complete, is expected to go beyond May 3, 2010, and expenditures will be incurred against the funds in question beyond this date, you will need to request a CWA extension by November 25, 2009.

Government Code (GC) Section 16304.3 outlines the requirements for requesting an extension for unspent encumbered budget authority through the Department of Finance (DOF). The extension of budget authority requires DOF approval on a project-by-project basis. The attached spreadsheet(s) lists projects with unspent federal and/or state budget authority lapsing on June 30, 2010. If DOF approves an extension request for these project funds, it may grant a maximum of eight years from the year of the original appropriation in the form of a CWA.

If you are requesting to extend the life of the funds, the form must include your Board/Council's approval indicating they concur with your request. It is very important to provide a detailed, project specific justification on why funding for the project needs to be extended. DOF will review the justification and determine whether an extension should be approved. There is no appeal process for the projects for which an extension is denied.

Please note that it is the agency's responsibility to complete projects as programmed in order to retain federal or state funds previously reimbursed, otherwise funding for future projects may be jeopardized. If funding is not extended for your project(s), the local agency is responsible for completing the project(s) using the agency's own funds.

If you have any questions regarding this notice, please contact Nickie Haynes at (619) 220-5311.

Sincerely,



ERWIN GOJUANGCO
District 11 Local Assistance Engineer

Attachments

- c: Metropolitan Planning Organizations
Regional Transportation Planning Agencies

Public Works Directors of Cities and Counties, et al.
October 23, 2009
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bc: Winton Emmett, DLA Project Implementation Branch/District 11 Area Engineer
An Sarrels/Jenny Bosick, DLA Subvention Management Branch

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**Reason for Delay Codes
For Cooperative Work Agreement Requests**

Delay Code	Delay Reason Description
1	Design
2	Right of Way Certification
3	Indirect Cost Proposal not approved
4	Mitigation
5	Environmental – State Historical Preservation Office Issue
6	Environmental - Other
7	Audit Review Pending
8	Review time – External Agencies
9	Other

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**Instructions for Completing Form Entitled:
Projects with Lapsing Funds on June 30, 2010
October 20, 2009**

Please **do not make any changes** to the form such as adding/deleting columns or rows or merging cells. Some columns have been hidden and include information necessary to report to the Department of Finance (DOF) responses from all local agencies on a project basis by fiscal year and type of funds. You may increase the width of the columns and the height of the rows to create more space for your responses.

It is critical that all information requested be completed and submitted to the Department of Transportation (Department) by November 25, 2009, attention DLAE. No late submittals will be accepted and there is no appeal process to the DOF's decisions. We anticipate the DOF providing a written response to the Department by April 1, 2010.

Projects may be listed more than once on the form. This means that a project has encumbered funds subject to lapsing from different programs. You will find the following information on the spreadsheet to help identify the project and Local Agency responsible:

1. Agency Name
2. Project Prefix
3. Project Number
4. Project Location Name
5. Work Type Description
6. Initial Project Amount (FY): This represents the funds authorized/approved and encumbered for a project or project phase in a specific fiscal year for a specific fund type.
7. Unliquidated Encumbrance Balance (Fiscal Year Project Balance): This represents the encumbered but unspent funds that will lapse on June 30, 2010, from a specific fiscal year. This data was extracted from the Accounting system as of July 31, 2009. Progress invoices may have been submitted and paid after these lists were prepared. Do not remove a project from the spreadsheet. Use the appropriate columns to address changes, such as: "Additional Comments"; "Requesting CWA"; "Date balance will be billed to Caltrans".

You must complete all the information requested in the following columns. If a project appears more than once, please provide information every time the project appears.
8. Date Balance will be Billed to Caltrans? If funds will be billed, please indicate the date.
9. Requesting CWA? (Yes/No) If the funds at risk of lapsing will not be billed by May 3, 2010, you may need to request a CWA to extend the lapsing date. Should you feel that an extension request is not necessary, we ask that you submit a "No CWA Extension Needed Confirmation Form."
10. Project Consistent with Original Scope and Purpose of Appropriation? The answer to this question should be yes, unless the project scope has changed drastically from when initially authorized. A specific criterion of Government Code 16304.3 stipulates, "The work to be completed is consistent with the intent of the original appropriation."

**Instructions for Completing Form Entitled:
Projects with Lapsing Funds on June 30, 2010
October 20, 2009**

11. Reason for Delay: This is the most important information and will be the focus for the DOF to make a decision to approve or deny the request to extend funds. Please provide detailed information explaining why these funds have not been expended.
12. Identify Impediments for Completion: Responses should focus on delays that may occur due to future events/issues. This is different from the prior question, which focuses on the reasons that led to the delays in expending the funds/completion of the project.
13. Will the Project be Completed Within the Requested Extension Period? Or will the funds be expended within the requested extension period? The DOF will not approve any extension beyond the maximum extension period of 8 years for CWAs.
14. Name of Local Agency Contact Providing Information: Please provide the name of the agency contact person providing the responses.
15. Additional Comments: This field is available to include any other information not previously provided.
16. The form must be signed by the agency's approving board or council member, whether asking for an extension or not. The purpose of the signature is to ensure an agency's board or council is aware of the situation regarding the potential of lapsing funds.

**Cooperative Work Agreements (CWA)
Frequently Asked Questions
October 20, 2009**

Board of Supervisors/Council Approval:

- 1. Can the Public Works Director approve the extension requests on behalf of the Board of Supervisors or Council?**

The Board of Supervisors or the Council has to approve the extension request. The Public Works Director may sign the request if he/she has delegation authority from the Council or Board. The intent is to ensure the Board of Supervisors or the Council understands the potential financial responsibility if the Department of Finance (DOF) does not approve fund extension requests.

- 2. Is there a resolution needed from the Board of Supervisor or Council? Does the local agency need to submit a resolution?**

The local agency shall submit documentation stating that the Board of Supervisors or the Council has approved the request. This could be in the form of a resolution, letter or meeting minutes.

Due Dates and Transmittal of Information:

- 3. The letter dated November 2, 2009 states that responses are due to the District Local Assistance Engineers (DLAEs) by November 25, 2010. Does this mean the Department will accept responses up until 5:00 PM on that date?**

Yes. The Department will accept responses until 5:00 PM on November 25, 2009.

- 4. The letter dated November 2, 2009 stated that the form must include the Board/Council's signature. Not every local agency has the capability to submit "signed" electronic copies.**

Electronic copies of the request should be submitted indicating that the Board/Council has approved such request to extend funds. Please state that a signed paper copy has been mailed to the DLAEs. (See question #1 and 2.)

Indirect Cost Proposals:

- 5. When will the Indirect Cost Proposals be approved so that Local Agencies can bill for projects that have been completed?**

Pending Indirect Cost Proposals should be brought to the attention of Headquarters Local Assistance who will coordinate with the Division of Audits to prioritize the completion of the Indirect Cost Proposals for projects with funds that are lapsing.

**Cooperative Work Agreements (CWA)
Frequently Asked Questions
October 20, 2009**

What should the local agency do if the project is not final invoiced only because the Indirect Cost Proposal is not yet approved by the Department of Transportation, Division of Audits?

The local agency should still submit a request for an extension and state that as the reason.

Fiscal Year Assigned to Projects/Project Phases:

6. How are fiscal years assigned to projects?

New projects are normally funded from the most current fiscal year.

The fiscal year may be assigned based on the funding availability on the fiscal years that are open for encumbrances and other factors such as the budget act being passed on time and the overlap of federal and state fiscal years.

7. How do local agencies know what fiscal years have been assigned to their projects?

Local Agencies can contact the DLAEs for detail information.

All program supplements include a fiscal year for funds that were approved at the time the program supplement was originally developed. However, additional funds may have been approved via a finance letter. The finance letter has been modified to include the fund's reversion or lapsing date.

8. From what fiscal years are project augmentations funded?

Project augmentations are funded from fiscal years that are open for encumbrances. Most of the local assistance funds are available for encumbrances for 3 years with the exception of General Fund, Bicycle Transportation Account, and Environmental Enhancement Mitigation; which are available for encumbrances for 1 year.

Projects not completed:

9. Can local agencies bill unspent funds for projects that are not completed? Will the agencies be in jeopardy of having to pay these funds back if project is not completed?

Since there is no guarantee that a CWA will be approved by the DOF, local agencies should submit progress invoices for eligible costs that have been incurred for a project or project phase not yet completed.

Local agencies may have to pay federal funds back if the projects are not completed.

**Cooperative Work Agreements (CWA)
Frequently Asked Questions
October 20, 2009**

Notification of Approval/Denial:

- 10. Is there a formal signed CWA agreement that the Local Agencies will be receiving once an extension is granted?**

There will be no “formal” agreement signed. The DOF will provide their approval/denial responses on the same form used by local agencies requesting extensions.

The Department will be sending a letter to the local agencies advising them of the DOF’s decision. We anticipate a response from the DOF by April 1, 2010.

Funds Needed Beyond 8 years:

- 11. If funding for a project is needed beyond the 8 years allowed by GC Section 16304.3 (CWAs), what funding alternatives are available?**

Local agencies are responsible for completing the project or a project phase with their own revenues if the funds lapsing cannot be spent and billed within the 8 years.

- 12. If funds for a project cannot be expended within the maximum extension of 8 years allowed, can the extension request be submitted for 2 or 3 years beyond the 8 years?**

The Government Code Section 16304.3 only allows a maximum of 8 years. The DOF can only approve up to 8 years.

- 13. Timely Use of Funds (TUF) per STIP guidelines may not agree with the maximum number of years allowed by the Government Code Section 16304.3.**

Requirements for STIP timely use of funds and GC Section 16304.3 are independent. The most restrictive deadline will apply.

**Cooperative Work Agreements (CWA)
Frequently Asked Questions
October 20, 2009**

- 14. If a project is currently inactive due to unresolved environmental issues or loss of state match (seismic match) and the state funds are disencumbered, can these funds be used for a different project? How about if work for the same project resumes at a later time?**

Funds older than 3 years are not available for encumbrance. If the funds disencumbered are more than three years old, the State does not have the ability to spend those funds on other projects.

Local agencies will be responsible for covering funds that lapse, if the project is to continue.

Cancelled Projects/Projects (phase) Completed:

- 15. Who clears the unspent funds for projects (phase of a project) that have been cancelled/dropped or completed? Do funds need to be de-obligated and disencumbered?**

If a project has been cancelled / dropped or completed, unspent funds need to be zeroed out. The funds need to be de-obligated and disencumbered. Please, contact your DLAE so that the project records can be properly updated.

Projects and Project Phase – What Lapses, When:

- 16. Will funds lapse by project or by phase?**

Funds may lapse on a project or a phase of a project.

The lapse of funds is based on the first fiscal year funds became available for expenditure in the Budget Act. A given project or phase of a project may have received funds from multiple Budget Acts depending on when funds were encumbered at the time a program supplement or a finance letter was processed. Thus, not all the funds on a project may be at risk of lapsing.

- 17. When does the clock start ticking for funds that are lapsing? When the funds are obligated or when they are encumbered?**

The clock starts ticking based on the fiscal year funds were appropriated in the State Budget. This fiscal year is generally assigned at the time a program supplement and/or finance letter is done for a project or a project phase.

**Cooperative Work Agreements (CWA)
Frequently Asked Questions
October 20, 2009**

The 8-year lapsing of funds applies only to the budget authority and not the obligation authority.

General Questions:

18. Are funds for Demonstration, High Priority and Emergency Relief programs subject to lapse?

Yes. Budget authority for these programs is subject to lapse. However, Federal Obligation Authority may remain available for a project until the obligation authority is expended. [Per CFR 630 projects with inactive obligations are subject to quarterly review by the Federal Highway Administration and may be de-obligated]. Lapsing of budget authority applies to all local assistance funds regardless of the program using the funds (i.e. Bridge Rehabilitation, Emergency Relief, Demonstration, etc).

19. What is the difference between a 1-year extension for projects listed under CWA and a re-appropriation?

Re-appropriations were traditionally included in the annual budget bill. Federal and state funds could be extended for 1 year only. Through this process, federal and state funds could be extended every year as long as the project remained active.

The **CWA process** will allow up to a maximum extension of 8 years from the original year of appropriation. This provides only 1 additional year for federal funds and 2 to 3 additional years for state funds, depending upon the provisional language contained in the Budget Act of that year.

20. How are invoices paid for projects funded from several fiscal years? Are payments processed from the oldest fiscal years?

Generally, payments are made from the oldest fiscal years for projects that have funding from multiple years. The type of costs being billed (i.e. preliminary engineering, construction, right of way) may be considered when charging a specific fiscal year. . If an invoice for construction cost is submitted for payment, it will be applied to the fiscal year funding the construction phase of the project.

There are some instances where the work for a particular phase has been completed and not all the funds for that phase were spent.

21. What criteria will be used for approving/denying extension requests?

The DOF will have its own criteria.

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No Cooperative Work Agreement Needed**Confirmation Form**

This is to confirm that _____ (Agency Name)
will not be requesting a Cooperative Work Agreement for the project described below. It is the
intention of this local agency to complete the work and submit the final voucher for the project
prior to the June 30, 2010, lapsing funds deadline. The agency acknowledges that, if this
deadline is not met, the unspent federal and/or state budget authority will be lost and the agency
will be responsible for completing the project using the agency's own funds.

Project Number: _____

Location Name: _____

Unliquidated Encumbrance Balance: _____

Date Subject to Lapsing: June 30, 2010

Signature of Approving Agency's Board or Council: _____

Print Name: _____ Date: _____

Please submit this form with original signature to: District Local Assistance Engineer, California
Department of Transportation

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